

MAINTENANCE POLICY

To ensure the optimum utilization and proper maintenance of infrastructure, MES Kalladi College, Mannarkkad, has developed an established system of procedures. The Campus Development and Maintenance Committee, consisting of the Secretary of the College Managing Committee, the Principal, Vice Principal, IQAC Coordinator, and the Head Accountant, functions within the college. This committee is instrumental in facilitating the availability of adequate physical infrastructure that meets current requirements and needs.

The maintenance of infrastructural facilities is also undertaken by this committee. The Campus Supervisor, supported by the engineering and electrical supervisors, ensures that maintenance tasks are completed. An Infrastructure Maintenance Register is maintained in the office, where departments can record their requirements for infrastructural renovations and repairs. The Campus Supervisor reviews the register daily to assess the work needed and carries out the tasks in consultation with the convenor and the concerned supervisor, depending on the nature of the work. The housekeeping staff, under the supervision of the Campus Supervisor, ensures the cleanliness of the campus, while the security staff plays a significant role in maintaining the campus facilities.

The highly sophisticated lab equipment is purchased with warranties, and the supplier is responsible for any damages during the warranty period. After the warranty expires, the repair and maintenance of sophisticated equipment are undertaken by qualified professionals based on an Annual Maintenance Contract. Also, recognizing that the condition and quality of laboratory equipment impact performance and results, adequate numbers of lab assistants are appointed for proper maintenance. The Heads of the concerned departments are responsible for periodically verifying the stock and maintenance registers. The labs are equipped with UPS systems, air conditioners, refrigerators, and other relevant installations. Safety regulations are prominently displayed in the laboratories.



There has been tremendous growth in the ICT infrastructure facilities of the college over the last five years. Accordingly, a systematic procedure for the maintenance of IT infrastructure has been established. The ICT Monitoring Cell is entrusted with the proper maintenance of ICT and related facilities.

The college has 256 computers for students' use, located in 6 labs. Anti-virus and anti-malware software are installed to protect the computers from malicious acts. The ICT Monitoring Cell oversees facilities such as LAN, internet connectivity, WiFi and surveillance cameras within the campus. The operations of the campus management software and the updating of the college website also fall under the purview of the ICT Monitoring Cell.



DST-FIST funds the chemistry and physics laboratories. The college also owns well-furnished laboratories for Botany, Food Technology, and Dairy Technology. The herbal garden in front of the college is maintained by the Botany department, which also includes a butterfly garden with proper labeling for all plants and is maintained by the students.





In addition to its normal working hours, the fully automated library is open to students on all holidays. Walk-in and log-in registers are kept, and the stock register is verified annually. A network resource center is functioning within the library.



The Department of Physical Education takes adequate measures to maintain the sports amenities. The college seeks third-party involvement for servicing equipment in the multi-gym when required. Log books are maintained for the multi-gym to ensure proper maintenance and utilization.

The gymnasium is used by students of the college. They work out using the sports equipment available in the gymnasium, with guidance on proper techniques and exercises provided by two physical trainers. The gymnasium is a space where students can improve their physical fitness and enhance their performance in their respective sports.



The ground is used for activities such as track and field events, football matches, cricket matches, and various other sports. Apart from sports events, the college ground is also utilized for other activities such as cultural events, fairs, and other extracurricular activities. It serves as a hub for students to gather and engage in various activities, promoting a sense of community and camaraderie among the students. The ground is also used for hosting intercollegiate sports events and other recreational activities such as Yoga and outdoor fitness classes. Additionally, the ground is occasionally rented out to outside organizations for sports events. Overall, the college ground is a vital space for promoting physical fitness, teamwork, and sportsmanship among students and the wider community.



The housekeeping staff works diligently to keep the college environment conducive for learning and working. They are responsible for dusting, sweeping, mopping, vacuuming, and emptying trash bins. Additionally, they monitor and replenish cleaning supplies as needed. After completing their cleaning duties in each department, the housekeeping staff ensure that their work is inspected and approved by a faculty member from that specific department. This step guarantees that the cleaning tasks have been thoroughly performed and meet the department's standards. This process helps maintain accountability and ensures that the college premises are consistently well-maintained.